State of Hawaii Department of Health Clean Water Branch	**Do NOT submit this document.**
Guidelines for CWB NOI Form C (CWBNOI_C.pdf)	
Guidelines for Notice of Intent for Hawaii Administrative Rules, Chapter 11-55, Appendix C, National Pollutant Discharge Elimination System (NPDES) Notice of General Permit Coverage (NGPC)	

For coverage under a specific NPDES General Permit, the following items are required to be submitted to the Clean Water Branch (CWB):

A. **CWB NOI General Form** (CWBNOI_General.pdf) with Certifying Person's original signature [via "Submit via Email" button and hard copy]
B. **General Permit Specific CWB NOI Form C** (CWBNOI_C.pdf) [via "Submit via Email" button and hard copy]
C. **All applicable attachments** [via hard copy]
D. **$500 Filing Fee** [Check made payable to "State of Hawaii"]
E. **Additional copies as required for Islands other than Oahu** [see Notes V.D. and V.E. of the General Guidelines]

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General Instructions - This is a fillable Adobe Acrobat form. Please:

1. SAVE the blank form file in Adobe Acrobat Reader 8.0 or newer. If the form is completed while open in the web browser, it will NOT be saved and data will be lost.
2. Insert the required information - The NGPC Renewal Information is required for an Existing Facility with an NGPC. If this is for an Existing Facility without an NGPC or a New Facility, skip this item.
3. Save the completed form
4. Submit with "Submit via Email" button. Please insert the NGPC File No. or New Project Name in the subject line (remove the text within the parentheses).
5. Print with "Print Form" button

6. **Submit with the CWB NOI General Form, attachments, and $500 Filing Fee.** Please see Note V - Inquiries and Submittals and Note VI - Filing Fee of the General Guidelines for more submittal information.

1. Construction Site Area

   a. Total area of the project site is the total area of the property(ies).

   b. Disturbance Area is the area of the project that is expected to undergo any disturbance, including, but not limited to excavation, grading, clearing, demolition, uprooting of vegetation, equipment staging, and storage areas. Clarification of disturbed areas is as follows:

      i. On a project with eradication of pavement striping that will be using a scarifier to remove the pavement striping and a little of the surface of the pavement (does not enter into the base course), the eradicated area is not included in the disturbed area quantity.

      ii. On a project with cold planing that does not enter into the base course, the cold planed area is not included in the disturbed area quantity.

      iii. On a project with cold planing that does enter into the untreated base course (gravel), the cold planed area is included in the disturbed area quantity.

      iv. On a project with cold planing that does enter into the stabilized treated base course (portland cement or asphalt concrete), the cold planed area is not included in the disturbed area quantity.

      v. On a project with reconstruction, excavation normally is done into the untreated base course layer or to the subgrade. These areas are included in the disturbed area quantity.

      vi. If the contractor parks equipment on the roadway, along the curb, or on a paved surface, these areas are included in the disturbed area quantity only if these areas are blocked off from public usage. If the contractor parks equipment on grassed areas or bare ground, that area is included in the disturbed area quantity.

      vii. Areas which are cleared, graded, and/or excavated for the sole purpose of growing crops are considered to be agricultural and are therefore not included in the disturbed area quantity. This exemption **does not** extend to the construction of buildings and roads of agricultural or agriculture-related operations that disturb one (1) acre or more.

   c. The impervious area of the disturbed portion of the site after construction is completed is the area covered by asphalt, concrete, buildings, or any other impervious material.

   d. If construction will be done in phases, indicate the area(s) required for each phase of a multi-phase construction project.

2. Quantity of Storm Water Discharge

   Estimate the quantity of storm water runoff during construction when the greatest and/or maximum area of disturbance occurs. Provide the supporting calculations in an attachment.

3. Non-Storm Water Information

   a. Source(s) of the Non-Storm Water

      Only storm water runoff through a construction activity is covered by this General Permit. If the non-storm water is discharged from the construction activity, identify where the water is discharged. Discharge of treated non-storm water into receiving State waters may require a separate NPDES permit. Provide information on any non-storm water (i.e., treated dewatering effluent, treated hydrotesting effluent discharge, equipment/vehicle washwater,

concrete truck drum wash water, irrigation water, water used for dust control, etc.) that may be generated during the construction activity.

b. Non-Storm Water Handling Method

If the non-storm water is not discharged from the construction activity, identify the non-storm water handling methods to prevent discharge in detail, and show the locations of the controls, measures, or handling method(s) that will be implemented to prevent the discharge of the non-storm waters or indicate the page number(s) of the Site-Specific BMPs Plan which addresses the treatment of the non-storm water discharge.

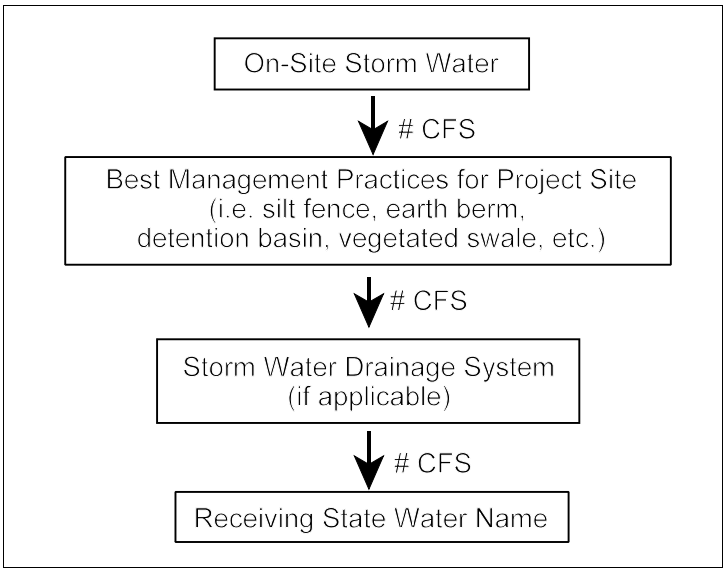
4. Location Map

a. Provide a location map on 8-1/2 by 11 inches sized paper showing the island on which the construction activity is located and the approximate location of the construction activity.

b. Provide a topographic map on 8-1/2 by 11 inches sized paper or folded to 8-1/2 by 11 inches showing at least one mile beyond the construction activity's property boundaries and the receiving State water(s). The map should also include the discharge point(s) where the storm water runoff exits the construction activity and discharges to the receiving State water(s) and, if applicable, the locations where the storm water runoff enters into a storm drainage system/structure.

c. If there is more than one (1) discharge point into a drainage structure and/or State receiving water, provide identification numbers and coordinates for each discharge point.

5. Flow Chart



An example of a line drawing indicating how the water flows through the project site and the approximate amount of flow is shown. Indicate any treatment system(s) or erosion control(s) used. The quantity of discharge contributed by each source (i.e., storm water from four different drainage areas) may be estimated if no data is available.

6. Existing or Pending Permits, Licenses, or Approvals

a. Indicate any additional NPDES Permit number and/or NGPC File number which is associated with this facility.

b. Provide any Department of the Army (DA) file number associated with the facility.

c. Provide the Item 401 Water Quality Certification (WQC) file number associated with the DA Permit.

d. Others (i.e., Underground Injection Control file number, State Department of Land and Natural Resources - State Historic Preservation Division {SHPD} file number). Submit the NOI to

SHPD for review of burial sites, historic burial sites, and native Hawaiian rights in compliance with Hawaii Revised Statutes, Chapter 6E-42(a). Provide the SHPD file number or submit a copy of the transmittal to SHPD. See Note 3 of the General Guidelines.

7. Construction Site Characterization

This item should address the pollutant(s) and source(s) associated with the past or existing conditions at the construction site and surrounding area, not those associated with the proposed construction activity.

8. Construction Best Management Practices (BMPs) Plan

If this entire item is completed with the project's site-specific information, it may be considered to be the Site-Specific Construction BMPs Plan. If any portion of the information requested is not completed or is a general response, this item will NOT be considered to be the Site-Specific Construction BMPs Plan.

a. Project Site Map

i. Phasing Map - If construction will be done in phases, provide a phasing map identifying each phase of the multi-phase construction project and the boundaries of each phase as required in this item.

ii. Construction Plan(s) - Attach construction plan(s) (i.e., site plan, grading plan, drainage plan, erosion control plan, etc. folded to 8-1/2 by 11 inches) which shows the information requested in this item of CWB NOI Form C. If the item is not applicable indicate with "n/a." If the item is to be submitted later, indicate as such.

(1) Items (1) through (5) shall be submitted with the NOI.

(a) For Item (2) - Indicate the areas of soil disturbance (i.e., limits of grading, project area).

(b) For Item (3) - Indicate the project's drainage pattern(s) with flow arrows on a map showing the existing and finished grade contours within and along the boundaries of the project site (i.e., grading plan). Also show the direction of storm water runoff from the project site (i.e. excluding evaporation, percolation, retention, detention, etc.) to the receiving State water based on the topography or contours of the land or through the storm drainage system.

(2) If Items (6) through (10) are not available at the time of NOI submittal, the information may be submitted at least 30 calendar days before the start of construction activities.

(a) For (7) - Indicate the areas used for staging, storage, and/or stockpiling.

(3) If more than one map is submitted, indicate the map name that shows the information required for each item.

b. The construction BMPs plan shall describe methods to minimize erosion of soil and discharge of other pollutants into State waters and, after completion of the construction activity, removal procedures for the construction site BMPs. The control measures shall be designed, implemented and maintained in a manner to properly isolate and confine the construction activities and to contain and prevent the potential pollutant(s) discharges from impacting the State water quality.

i. Construction Activity - Describe the nature of the construction activity.

(1) What is to be constructed and the construction sequence? The entire scope of work for the construction activity should be provided in this item (i.e., clearing and grubbing, installation of utilities, paving of roadways, excavation for swimming pool or footing, construction of building(s), landscaping, etc.).

(2) If the project is a multi-phase construction project, include a list of each phase.

(3) What type of materials and heavy equipment will be used for the construction activity?

ii. Quality of Discharge - Describe the nature of the fill material to be used and existing data describing the soil or the quality of any discharge from the project site.

iii. Potential Pollutant(s) - Identify all the potential pollutant(s) that will be generated by the proposed construction activities and show the location(s) of the proposed control measures or treatment, as applicable. These pollutants may include, but are not limited to:

(1) Construction debris, removed vegetation;

(2) Discharges associated with the operation and maintenance of the equipment, such as oil, fuel and hydraulic fluid leakage;

(3) Soil erosion from the disturbed areas and stockpile areas; and

(4) Location(s) of oil, fuel or any hazardous material storage site(s) and containment structure(s).

iv. Controls for Land Disturbances

(1) A combination of sediment and erosion control measures are required to achieve maximum pollutant removal.

(a) Sediment Basins: For common drainage locations that serve an area with 10 or more acres disturbed at one time, a temporary (or permanent) sediment basin that provides storage for a calculated volume of runoff from the drainage area from a 2-year, 24-hour storm, or equivalent control measures, must be provided where attainable until final stabilization of the site. Where no such calculation has been performed, a temporary (or permanent) sediment basin providing 3,600 cubic feet of storage per acre drained, or equivalent control measures, must be provided where attainable until final stabilization of the site. When computing the number of acres draining into a common location, it is not necessary to include flows from offsite areas and flows from on-site areas that are either undisturbed or have undergone final stabilization where such flows are diverted around both the disturbed area and the sediment basin. In determining whether installing a sediment basin is attainable, the operator may consider factors such as site soils, slope, available area on-site, etc. In any event, the operator must consider public safety, especially as it relates to children, as a design factor for the sediment basin, and alternative sediment controls must be used where site limitations would preclude a safe design.

(b) For drainage locations which serve 10 or more disturbed acres at one time and where a temporary sediment basin or equivalent controls is not attainable, smaller sediment basins and/or sediment traps should be used. At a minimum, silt fences, vegetative buffer strips, or equivalent sediment controls are required for all down slope boundaries (and for those side slope boundaries deemed appropriate as dictated by individual site conditions).

(c) For drainage locations serving less than 10 acres, smaller sediment basins and/or sediment traps should be used. At a minimum, silt fences, vegetative buffer strips, or equivalent sediment controls are required for all down slope boundaries (and for those side slope boundaries deemed appropriate as dictated by individual site conditions) of the construction area unless a sediment basin providing storage for a calculated volume of runoff from a 2-year, 24-hour storm or 3,600 cubic feet of storage per acre drained is provided.

(2) The owner and/or general contractor shall comply with all conditions as stated in HAR, Chapter 11-55, Appendix C, under Special Conditions for Land Disturbances. The Department suggests including the following language in the BMPs plan. It may be amended to be site-specific (i.e., type of cover to be used:

The following special conditions apply to all land disturbance work conducted under this general permit:

(a) Construction Management Techniques

(1) Clearing and grubbing shall be held to the minimum necessary for grading and equipment operation.

(2) Construction shall be sequenced to minimize the exposure time of the cleared surface area.

(3) Construction shall be staged or phased for large projects. Areas of one phase shall be stabilized before another phase is initiated. Stabilization shall be accomplished by temporarily or permanently protecting the disturbed soil surface from rainfall impacts and runoff.

(4) Erosion and sediment control measures shall be in place and functional before earth moving operations begin. These measures shall be properly constructed and maintained throughout the construction period.

(5) All control measures shall be checked and repaired as necessary, for example, weekly in dry periods and within twenty-four hours after any rainfall of 0.5 inches or greater within a 24-hour period. During prolonged rainfall, daily checking is necessary. The permittee shall maintain records of checks and repairs.

(6) The permittee shall maintain records of the duration and estimated volume of storm water discharge(s).

(7) A specific individual shall be designated to be responsible for erosion and sediment controls on each project site.

(b) Vegetation Controls

(1) Pre-construction vegetative ground cover shall not be destroyed, removed, or disturbed more than twenty calendar days prior to land disturbance.

(2) Temporary soil stabilization with appropriate vegetation shall be applied on areas that will remain unfinished for more than thirty calendar days.

(3) Permanent soil stabilization with perennial vegetation or pavement shall be applied as soon as practical after final grading. Irrigation and

maintenance of the perennial vegetation shall be provided for thirty calendar days or until the vegetation takes root, whichever is shorter.

(c) Structural Controls

(1) Storm water flowing toward the construction area shall be diverted by using appropriate control measures, as practical.

(2) Erosion control measures shall be designed according to the size of disturbed or drainage areas to detain runoff and trap sediment.

(3) Water must be discharged in a manner that the discharge shall not cause or contribute to a violation of the basic water quality criteria as specified in HAR, Chapter 11-54, Section 11-54-4.

v. Erosion and Sediment Control Requirements - If applicable, submit the county-approved erosion and sediment control plan and/or the county-approved grading permit as appropriate for the activity and a schedule for implementing each control with the NOI or 30 calendar days before the start of construction activities. If the approval is pending, submit a copy of the grading permit application.

vi. Construction Schedule - Attach the proposed construction schedule which shall include, at a minimum:

(1) The date when the general contractor will begin and end the site disturbance;

(2) Dates when erosion control measures will be implemented and removed;

(3) The proposed timetable for major activities; and

(4) The dates when major construction activities begin and end.

c. The site-specific construction BMPs plan shall be submitted as an attachment to CWB NOI Form C or 30 calendar before the start of construction activities. If there are items of the facility site map or other portions of this item listed as to be submitted, your construction BMPs plan is **not** considered site-specific. The control measures proposed in the site-specific construction BMPs plan shall be site and project specific. If the site-specific construction BMPs plan is submitted at a later date, it must be signed in accordance with HAR, Section 11-55-34.08(e). A copy of the site-specific construction BMPs plan must be kept at the construction site.

9. Post-Construction Pollutant Control Measures

Examples of measures that will minimize the discharge of pollutants via storm water discharges after construction operations have been finished include: hydro-mulch or landscape all of the exposed areas; vegetate swales and natural depressions; structures for storm water retention, detention, or recycling; velocity dissipation devices to be placed at the outfalls of detention structures or along with the length of outfall channels; or other appropriate measures.

10. Additional Information

Any other site-specific information pertaining to the project may also be provided in this item. Additional sheets may be attached with reference to this item.